

Using the Electronic Document Interchange (EDI) for Decision Reviews and Legal Fee Appeals

1. Visit <http://iapedi.ca> and select EDI and your preferred language to reach the EDI login screen.
2. Enter your username and password to log in to EDI.
 - If you've forgotten your username or password, please contact the EDI Help Desk at 1-877-739-8935 to request a password reset
 - If you do not have an EDI account, and you currently represent a claimant with an active IAP claim, please email an EDI account request to IAPS_Chiefadjudicatorsoffice@irsad-sapi.gc.ca
3. Click 'New' in the top-left of the main EDI screen to create a new EDI package.
4. Click the address book next to the "To:" in the recipient line of the new package to open your EDI address book.
5. Click on the 'Distribution Lists' tab at the top of the address book.
6. In the section of the address book you will see four relevant choices:
 - Decision Reviews - West
 - Decision Reviews – East

Selecting one of these two distribution list entries will ensure that your package reaches both the Secretariat and the relevant team at Canada's side simultaneously.

- Legal Fee Appeals - West
- Legal Fee Appeals – East

Selecting one of these two distribution list entries will ensure that your package reaches the relevant unit(s) of the Secretariat.

Select the relevant entry and click 'Done' in the bottom right.

7. Populate the subject line (include the IAP file number), the Message content, and add your sensitive/protected materials as attachments.
8. Once you've reviewed the package and it is ready to send, simply click 'Send' to issue the EDI package.